

City of Chattanooga, TN
Personnel Class Specification

Class code 0107

FLSA: Exempt

CLASSIFICATION TITLE: CHIEF INFORMATION OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide strategic, information-technologies planning for the City and to manage and direct all aspects of the City-wide computer system including acquisition, installation, maintenance, and repair of computer hardware, computer programming, and technical support for users of software and peripherals.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages and directs departmental activities and functions; establishes departmental goals and objectives; designs and implements departmental policies and procedures.

Develops long and short range plans for the acquisition and utilization of information technologies and computerized information systems including mainframe equipment, personal computers, hardware, software, peripherals, and telecommunications devices; conducts needs assessments for City operations; provides technical and conceptual expertise to City Management to aid in planning and decision making.

Makes final departmental decisions on appointments, promotions, disciplinary actions, and dismissals; allocates staff, equipment, and other resources for activities.

Conducts various departmental meetings such as project meetings and staff meetings; meets with user departments and assists in developing a needs analysis and implements plan accordingly.

Assists with development of annual departmental budget, and monitors expenditures to ensure adherence to approved budget through continuous review of financial reports.

Reviews periodic performance reports pertaining to equipment and systems, project status reports, and equipment and personnel requirements for proposed operations and projects.

Studies industry-related publications and attends seminars to stay abreast of latest technology and trends in the field of information systems.

Oversees and participates in the acquisition of new hardware, software, equipment, and services by assisting in the development of Requests for Proposals, meeting with potential vendors to discuss products, approving bid specifications, and negotiating contracts.

Coordinates functions with other governments at State and local level.

Sends, receives, and responds to e-mails in the completion of daily duties.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Business or Public Administration, or closely related field; supplemented by six (6) to nine (9) years previous experience and/or training that includes information system management, systems programming, project management, and/or applications development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability

to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.